**Recruitment Intermediary Questionnaire & Checklist**

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| **Name:** | **Date:** |

**Section 1 General Information on Company**

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| 1.1.1 Recruiter Agency/Labor Broker Name:  | 1.1.2.Registration/License No.:  |
| 1.1.3. Address:  | 1.1.4. Previous location (s):  |
| 1.1.5. Year Established:  | T1.1.9. Total Number of Employees ……….……Persons Female…………. Male…………. Organization Chart?  Yes  No  |
| 1.1.6. Affiliated Companies:  |
| 1.1.7. Main Contact/Title:  | 1.1.8. E-mail: Telephone:  |
| 1.2.1. Overview of Supply Chain of Recruiter: (Number of clients, partner recruiters, service providers)  Thai Employers (Seafood)………………………………………………………………………………………………………………………………………………. Thai Employers (Other Food).………………………….………………………………………………………………………………………………………………. Thai Employers (Non-Food)…………………………………………………………………………………………………………………………………………….Thai Partner Labor Brokers ………………………………………………………...…………………………….……….….…………….…………………………… Source Country Recruiters ……………………………………………………………………………………………….………………................................................... Transportation ……………………………………………………………………………………………….……………………………….………………………... Accommodation ……………………………………………………………………………………………….……………………………………………………….. Translation/Interpreters……………………………………………………………………………………………….……………….……………………………….. Legal ……………………………………………………………………………………………….……………………………………………………............................ Security ………………………………………………………………………………………………….……………………………………………................................ Others, specify ……………………………………………………………………………………………………………………………………..................................... |
| 1.2.2. Industry Sectors Serviced (%)  |  Seafood…………...…...  Other Food .…………...  Agriculture………..…. Fishing………..……….  Construction.……….….  Others …….……..…...  |
| 1.2.3. Work Categories Serviced (%)  |  Factory Workers ………  Seamen ...……...  Construction…………  Agriculture………. Domestic Help ………… Others, …………….  |
| 1.2.4. Total number of migrant workers recruited per year – average for the last two years; % of women and men  |  Myanmar total…………….persons; women ……….%; men……….%  Cambodia: total…………persons; women………...%; men……….% Laos: total…………...persons; women…………%; men……….% Others, specify, …………...total …….persons; Women……%; men…………….% |
| 1.2.5. Source Countries for migrant workers (% of total number of workers recruited) – average last two years  | Myanmar ……….%; Cambodia: …………% Laos………%; Others, specify………………. ; …….% of total number of workers  |
| 1.2.6. No. of Partner Recruiters in host and source countries and registrations  | Thailand……...persons; …….companies; licensed  Yes  No, By which agency?..............................License No. .................... Myanmar …….persons; …….companies; licensed  Yes  No, By which agency?..............................License No. ....................Cambodia: …….persons; …….companies; licensed  Yes  No, By which agency?..............................License No. ....................Laos……………persons……….companies; ; licensed  Yes  No, By which agency?..............................License No. ....................Others, specify…………………,…persons……….companies, By which agency?..............................License No. .................... |
| 1.2.7. No. of subcontractors and service providers in Thailand and licenses  | Transportation ……...persons; …….companies; licensed  Yes  No; license issued By?............................ License No……………… Accommodation…….persons; …….companies; licensed  Yes  No; license issued by?............................ License No………………Translation/Interpreters………...persons; ……….companies; licensed  Yes  No; license issued by?............. License No………………Legal ………...persons; ………...companies; licensed  Yes  No; license issued by?............................ License No………………Security…...…...persons; ………companies; licensed  Yes  No; license issued by?............................ License No………………Others; specify…………………; …...….persons; …….companies; licensed  Yes  No; license issued by?................ License No……………… |
| 1.2.8. No. of subcontractors and service providers in Source Country and licenses  | Transportation ……...persons; …….companies; licensed  Yes  No; license issued by............................ License No……………… Accommodation…….persons; …….companies; licensed  Yes  No; license issued by?............................ License No………………Translation/Interpreters………...persons; ……….companies; licensed  Yes  No; license issued by?.................. License No…………Legal ………...persons; ………...companies; licensed  Yes  No; license issued by?............................ License No………………Security .…...….persons; ……….companies; licensed  Yes  No; license issued by?............................ License No………………Others; specify…………………; ….….persons; …….companies licensed  Yes  No; license issued by?..................... License No………… |
| 1.2.9. Migration Route – Specify town or city names in source and host countries  | * Myanmar: Villages.…………………………………………………………………………………………………………………………………………………………………….
	+ Pre-departure processing center…………….…………………………....…………………………………………………………………………………….
	+ Border crossing…………………………………………………….……………………………………………………………………………………………………..
	+ Post-arrival center……………………………………………………………...............................................................................................
	+ Others, specify ……………………………………………………………………………………………………………………………………………………………..
* Cambodia:  Villages.……………………………………………………………………………………………………………………………………………………………….
	+ Pre-departure processing center…………….……………………………………………….………………………………………………………………..
	+ Border crossing……………………………………………………………………………………………………………………………………………………………
	+ Post-arrival center……………………………………………………………………………………………………………………………………………………….
	+ Others, specify ……………………………………………………………………………………………………………………………………………………………..
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| 1.2.10 Method of Travel, Transit Points, In-Transit Accommodation  | Myanmar:  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………Cambodia:  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………………….Laos :  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………………….Who accompanies migrant workers?  Thai Employer  Thai Recruiter  Source Country Recruiter  OthersIn-Transit Accommodation? :  hotel  house  others, .............. |
| 1.2.11 Recruitment fees and costs  | Who pays for job application and recruitment fees?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker  |
| Who pays for document processing and issuance?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker  |
| Who pays for pre-departure travel and other costs?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker  |
| Who pays for cross-border travel and post-arrival costs?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker  |
| 1.3.1. Internal Audits and Management Review  | Do you do the following activities?  |
|  Internal Audit of Social Policies and Practices  Yes  No By? ………………………………………Frequency>…………………………….  |
|  Management Review of HR Policies and Practices  Yes  No By? ………………………………………Frequency>…………………………….  |
| 1.3.5. Training Programs  | Has training been developed, received, delivered of facilitated for * Middle/top management of Recruitment Agency  Yes  No
* HR Personnel of Recruitment Agency  Yes  No
* Social Management System / Internal Audit Team  Yes  No
* Significant Partners Core Teams or HR personnel  Yes  No
* Pre-Departure Migrant Workers Training  Yes  No
* Post-Arrival Thai government training  Yes  No
 |
| 1.3.6. Disciplinary Action Protocols  | Are these defined in the  Company Rules;  the Employment Contract; explained to the worker in their language  Yes  No  |
| 1.3.7. Grievance / Complaints Mechanisms  | Does the Recruitment Agency have or do the following * Confidential Grievance / Complaint protocols  Yes  No
* Person-in-Charge trained on gender-sensitivity  Yes  No
* Provide emergency contacts to migrant workers  Yes  No
* Requires Partners to have grievance mechanism  Yes  No
 |
| 1.3.8. Remediation Policies & Strategies  | Does the Recruitment Agency have or do the following * Remediation Policies and Procedures  Yes  No
* Corrective Actions and Preventive Measures  Yes  No
* Keeps a list for emergency contacts and agencies  Yes  No
* Requires Partners to have Remediation Protocols  Yes  No
 |
| 1.3.9. Reference Laws, Standards  | Does the Recruitment Agency understand * ILO Fair Recruitment Principles/Guidelines  Yes  No
* BSCI Social Management System  Yes  No
* Thai Labor Laws requirements  Yes  No
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| Information on Current Recruitment Agency Staff 1.4.1. Number of managers and staff working for recruitment agency  |
| Nationality  | 18 – 24 years old  | 25 years up  | Total  |
| Male  | Female  | Male  | Female  |
| Thai  |
| Myanmar  |
| Cambodia  |
| Laos  |
| Other Countries  |
| Disabled persons  |
| Total managers and staff  |
| 1.5.1. Number of migrant workers by nationality and age group  |
| Nationality  | 18 – 24 years old  | 25 years up  | Total  |
| Male  | Female  | Male  | Female  |
| Myanmar  |
| Cambodia  |
| Laos  |
| Other Countries |
| 1.5.2. Method of Recruitment  | MOU System  | Nationality Verification (NV)  | Other Systems (specify)  | Total  | Remarks  |
| Myanmar  |
| Cambodia  |
| Laos  |
| Others  |
| 1.5.3. Identity Documents  | Travel and Identity Documents issued by the country of origin  | Work Permit issued by the Thai authorities  |
| Recruitment Method  | Full passport  | Temporary Passport  | Certificate of Identity  | Pink Card  | Blue Book  | Others  | Total  |
| MOU  |
| NV  |
| Direct /Walk-in  |
| Others  |